



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

CUSTODIAL WORKER – PROPERTY MANAGEMENT

This Position is Full Time with Benefits

Vacancy Number
16-1071

Hiring Range
\$19,981 – \$22,577

Opening Date
June 17, 2016

Closing Date
Open Until Filled

**Submit your completed
County of Moore**

Application To:

Moore County
Human Resources
P.O. Box 905

Carthage, NC 28327
Phone: (910) 947-6362
Fax: (910) 947-2792

www.moorecountync.gov

**Resumes are optional.
Incomplete, unsigned, or
any application other than a
County of Moore application
will not be forwarded to the
hiring authority.**

**Applications received after
the closeout date/time
indicated will not be eligible
for consideration.**

**Moore County Human
Resources Office is not
responsible for failure to
receive faxed applications.**

**Please take a moment to
ensure your transmission
was received.**

ESSENTIAL JOB DUTIES:

This position cleans and maintains County buildings and facilities; sweeps, mops and dusts offices and buildings, washes windows, walls, woodwork and bathroom fixtures; vacuums and cleans carpets; cleans and supplies restrooms; refills soap, towel, and tissue dispensers; sweeps sidewalks, washes hallway doors, dusts blinds and cleans elevator; gathers and disposes of refuse litter and trash; assists in set-up of rooms for activities and special events; performs related tasks as required.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Thorough knowledge of building cleaning practices, supplies, and equipment and the ability to use them economically and efficiently;
- Ability to perform heavy manual work;
- Ability to follow oral and written instructions;
- Ability to work independently;
- Ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Completion of tenth grade.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, noise, hazards, and wearing a respirator. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

BENEFITS:

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

***The County of Moore is a drug-free workplace and
Equal Opportunity employer.***

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

***All applicants tentatively selected for this position will be required to submit to a
background check, pre-employment drug test and post offer physical.***

Moore County is an E-Verify Participant